

THIS IS AN OUTLINE OF HOW ONE RECORDS MANAGEMENT OFFICER REPORTS
PROGRESS TO HIS SUPERIORS

Summary of Semi-Annual Records Management Progress Report

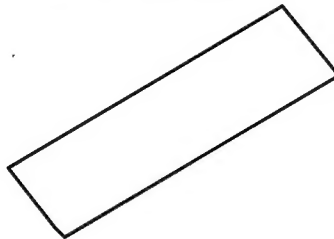
- I. MAJOR SURVEYS COMPLETED
 1. Copy Machines
 2. Mail Management
- II. Records Creation Controlled
 1. Controlled _____ actions on Forms
 2. Assisted _____ offices on Specialty Forms problems
- III. Files Maintenance Service
 1. Equipment -

Evaluated requests for _____ safes;
Approved _____ Costing _____ dollars;
Disapproved _____ Costing _____ dollars
 2. Systems -

Assisted _____ offices in establishing new system.
- IV. Records Disposal
 1. _____ office(s) destroyed _____ cubic feet.
 2. _____ office(s) transferred _____ cubic feet to Center.
- V. Vital Records
 1. Assisted _____ office(s) to revise schedule
 2. All offices making current deposits except _____
- VI. Other
 1. _____ attended Interagency Records Administration Conference.

2/6/63

A copy of the 2 attached
bits of information were
distributed today at an
ARO Meeting, 1E-78, Hq.



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